

FY 04

VIII. CITIZEN CORPS

VIII. The FY 2004 Citizen Corps Program

A. Program Overview

FY 2004 funding for Citizen Corps is authorized by Public Law 108-90, the Department of Homeland Security Appropriations Act, 2004. The FY 2004 Citizen Corps funds will be used to support Citizen Corps Councils with planning, outreach, and management of Citizen Corps programs and activities. The FY 2004 Citizen Corps funds provide the resources necessary for States and local communities to: 1) bring together the appropriate leadership to form and sustain a Citizen Corps Council; 2) develop and implement a plan for the community to engage all citizens in homeland security, community preparedness, and family safety; 3) conduct public education and outreach in order to inform the public about their role in crime prevention, mitigation, emergency preparedness for all hazards, and public health measures, including bio-terrorism, and to encourage personal responsibility and action; 4) develop and implement Citizen Corps programs offering training and volunteer opportunities to support first responders, disaster relief groups, and community safety efforts, to include the four charter federal programs: Community Emergency Response Teams (CERT), Neighborhood Watch, Volunteers in Police Service (VIPS), and Medical Reserve Corps (MRC); and 5) coordinate Citizen Corps activities with other DHS funded programs and initiatives.

Citizen Corps program guidance, supporting materials, and resources (to include links to preparedness/educational materials and information on all Citizen Corps programs) are available at www.citizencorps.gov.

B. Program Requirements

Each State shall obligate not less than **80 percent** of Citizen Corps funds to local units of government **within 60 days after the grant award**. If requested in writing by a local unit of government, the State may retain some or all of the local unit of government's allocation of grant funds for purchases made by the State on behalf of the local unit of government. States holding grant funds on behalf of local units of government must enter into a memorandum of understanding with the local unit of government specifying the amount of funds to be retained by the State for purchases. This agreement must be kept on file with the SAA. These funds will be provided to local communities that have an approved Citizen Corps Council or that will establish a Citizen Corps Council as a condition of receiving the assistance. The authorized program expenditures apply to State funds and to direct funding provided to sub-grantees.

Each local unit of government receiving funds should develop a plan for implementing the Citizen Corps mission – to have every American participate in homeland security through public education, training and volunteer service opportunities. Citizen Corps implementation plans are not required to be submitted to ODP, but rather are essential tools to guide new and existing Citizen Corps Councils in achieving their goals and objectives for the community. More specifically, the plan should include how local

Citizen Corps Councils will: implement the Citizen Corps programs at the community level, which include CERT, Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service, and the affiliate programs; conduct public education campaigns; provide training; cross-leverage Citizen Corps programs; tap existing resources at the community level, to include private sector funding; provide opportunities for special skills and interests; develop targeted outreach for special needs groups; organize special projects and community events; encourage cooperation and collaboration among community leaders; and capture smart practices and report accomplishments. **Communities are also expected to register and update information regarding their Citizen Corps Councils and programs/activities on the Citizen Corps website and on other relevant programmatic websites.**

The SAA must coordinate Citizen Corps program activities with the State agencies currently responsible for the administration of Citizen Corps activities. ***A listing of current State Citizen Corps points of contact may be found by going to www.citizencorps.gov/councils/ and clicking on "State Citizen Corps POC List" on the left hand side.*** State and local governments are encouraged to consider all sources of funding, to include private sector funding, to leverage existing materials, and to pursue economies of scale and economies of scope in pursuing this mission. States are also encouraged to help local governments form Citizen Corps Councils and to work with Citizen Corps Councils that have already formed even when the community does not receive a direct sub-grant.

States will continue to provide program management via the administrative section of the Citizen Corps website, to include managing the approval process for local Citizen Corps Councils, managing administrative section passwords for local users, and managing subscribers and e-mails to subscribers.

C. Authorized Program Expenditures

Allowable Planning Costs

Costs associated with activities to develop and implement a State, regional or local Citizen Corps plan are allowable under this program. Applicable costs may include: 1) collecting information on existing resources and volunteer activities within the community; 2) meetings of the Citizen Corps Council and other community stakeholders; 3) a system to track activities and participants (in compliance with applicable privacy laws); 4) website maintenance; 5) travel expenses for staff and/or volunteers to attend meetings or training sessions; 6) survey methodologies to assess citizen preparedness, training, and volunteerism; 7) hiring of full or part-time staff or contractors/consultants to assist with any of the above activities ; 8) conducting local or regional program implementation meetings.

Allowable Public Education / Outreach Costs

To accomplish the mission to have all citizens participate in making America safer, Citizen Corps Councils may develop public education and outreach materials to educate and engage the public, to include materials tailored to special needs

populations. Allowable expenditures include materials to support a public awareness campaign, media coverage, outreach activities, and public events, such as 1) Public Safety Announcements; 2) printed advertising; 3) billboards; 4) promotional flyers; 5) booth displays; 6) conference backdrops; 7) podium signs; 8) recognition pieces for Citizen Corps Partners; 9) recognition or special commendation in support of the mission; 10) informational buttons, pins, key chains, and magnets; and, 11) publications posters, buck slips; and other materials that either encourage the public to participate, educate the public, or recognize and support our partners to build a strong, broad-based coalition of programs and organizations that make a commitment to further the Citizen Corps mission.

Allowable Training / Exercise / Equipment Costs

Citizen Corps funds may be used for training, exercise, and equipment costs related to citizen education and participation in the Citizen Corps mission of safer communities. Training supported through the FY 2004 Citizen Corps Program may focus on the following areas: emergency preparedness, basic first aid, life saving skills, crime prevention, public health issues, mitigation, safety in the home, or other training that promotes community safety. Specific consideration should be given to training all ages, ethnic groups, and special needs populations.

Exercises specifically designed for citizens are allowable activities and may include testing public warning systems, evacuation/shelter in place capabilities or testing family/business preparedness. Examples of appropriate volunteer citizen support for emergency preparedness and response exercises include CERT participation, back filling non-professional tasks for first responders deployed on exercise, administrative and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public.

Allowable costs include: 1) instructor preparation and delivery time (to include overtime costs); 2) hiring of full or part-time staff or contractors/consultants to assist with conducting the training and/or managing the administrative aspects of conducting the training; 3) creation and maintenance of a student database; 4) rental of training facilities; 5) printing course materials to include instructor guides, student manuals, brochures certificates, handouts, newsletters and postage (although preference is for an electronic newsletter with email addresses as part of the database unless the individuals or areas to be served have limited access to electronic communications); 6) course materials specific to the subject matter, such as bandages, gloves, fire extinguishers mannequins; 7) outfitting CERT members with a hard hat, safety vest, goggles, and gloves; 8) personal protective equipment for volunteer responders; 9) equipment related to specific training or volunteer assignments; and 10) costs associated with design, development, and conduct of exercises specifically for citizens or to support the citizen component of first responder exercises, to include preparing citizens for their role in the exercise.

Allowable Volunteer Program Costs

One of the goals for Citizen Corps Councils is to provide volunteer service opportunities across all emergency prevention, preparedness and response disciplines, for community safety efforts, and for disaster relief. Citizen Corps funding may be used to establish or enhance volunteer program and volunteer recruitment efforts for Neighborhood Watch, CERT, VIPS, and MRC; for the Citizen Corps affiliate programs; for other DHS funded programs and initiatives; for outreach and training activities; and to support the Citizen Corps Council.

To assist local communities with engaging volunteers, Citizen Corps funds may be used to pay for the costs of: 1) recruiting; 2) screening/assessing; 3) training; 4) retaining/motivating; 5) recognizing; and 6) evaluating volunteers who support law enforcement, fire, emergency medical services, public works, emergency management, disaster relief organizations, community safety efforts, and citizen preparedness in the home, schools, the workplace, and throughout the community. Funds may also be used to evaluate volunteer programs, to include: 1) cost/benefit analysis, 2) how programs can share resources, and 3) hiring of full or part-time staff or contractors/consultants to assist with evaluations. To the extent possible, expenditures should be made to benefit multiple programs.

Allowable Management and Administrative Costs

No more than 3% of the total amount allocated to the State for SHSP may be used statewide for M & A purposes. Any portion of the 3% retained by the State must be included within the maximum 20% of total funds available to the State. For example, if a State receives a SHSGP award of \$1,000,000, the State must pass through \$800,000 to local units of government. The total M&A funds available statewide would be \$30,000.

The following is a list of allowable M & A expenditures:

- Hiring of full-time or part-time staff or contractors/consultants to assist with the management of SHSP FY04
- Hiring of full-time or part-time staff or contractors/consultants to assist with the implementation and administration of the State Homeland Security Strategy
- Travel expenses
- Meeting-related expenses (For a complete list of allowable meeting-related expenses, please review the OJP Office of the Comptroller (OC) Financial Guide at <http://www.ojp.usdoj.gov/FinGuide>).
- Acquisition of authorized office equipment (*Note: Authorized office equipment includes personal computers, printers, laptop computers, LCD projectors, and other equipment or software which may be required to support implementation of the State Strategy.*)
- Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc.

- Leasing and/or renting of space for newly hired personnel to administer the CCP

D. Unauthorized Program Expenditures

Unauthorized program expenditures include: 1) expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers (other than for allowable M & A activities, or otherwise associated preparedness or response functions) and related equipment, general-use vehicles, licensing fees, weapons systems and ammunition; 2) activities unrelated to the completion and implementation of the CCP; 3) other items not in accordance with the Authorized Equipment List or previously listed as allowable costs; and, 4) construction or renovation of facilities.